

PROCEDURES FOR USING FTP.NIFC.GOV/SOUTHWEST

1. **Obtaining User ID:**

In order for units and/or IMT's to upload data, you will need a USER ID and PASSWORD. Units/IMT's can obtain the current User ID and Password by contacting the SWCC Intelligence Operations Section via nmswc_intell@gmail.com (enter in the Subject line: "Request Access to Upload Incident Data") or call 505.842.3427 (3874).

2. **Setting up the XXXX_Incidents Sub-Folders**

The Unit or IMT will create the incident named folder (i.e. Horseshoe, Tecolate, etc) within the XXXX_Incidents folder.

- a. Please setup the XXXX_Incidents folder with the following sub-folders: (1) Fire Behavior, (2) GIS, (3) ICS_GEN_STAFF, and (4) IR.
- b. The GIS folder should be setup with the following sub-folders: (1) BASE_DATA, (2) DOCS, (3) INCIDENT_DATA, (4) PRODUCTS, and (5) TOOLS.
- c. PLEASE NOTE, Incident Action Plans (IAP) ARE NOT to be placed in the XXXX_Incidents folder. All IAP's are to be placed in the "GACC_Support" folder only. If IAP's are found in the XXXX_Incidents folder, they will be removed.

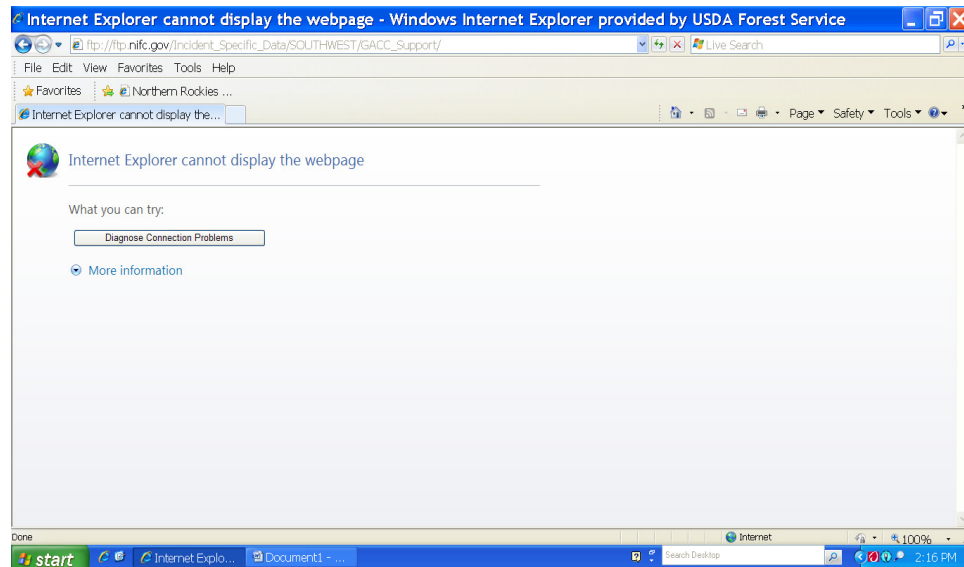
3. **Setting up the GACC_Support Sub-Folders**

The Unit or IMT will create the incident named folder (i.e. Horseshoe, Tecolate, etc) within the XXXX_Incidents folder.

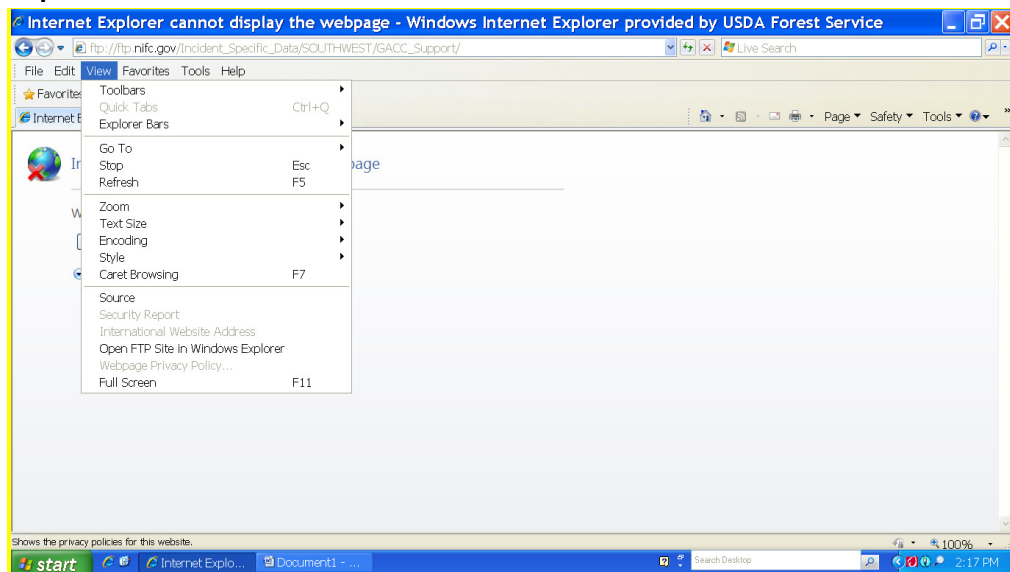
- a. Place Incident Action Plans (IAP) in the folder.

4. **Uploading Files to XXXX_Incidents, and Accessing and Uploading Files to GACC_Support**

- a. If you are using Internet Explorer 8 (IE8) to view or upload files XXXX_Incidents or GACC_Support folders, you may get an "Internet Explorer cannot display the webpage" window.



- b. If this occurs, click on the **View** tab and select “Open FTP site in Windows Explorer”

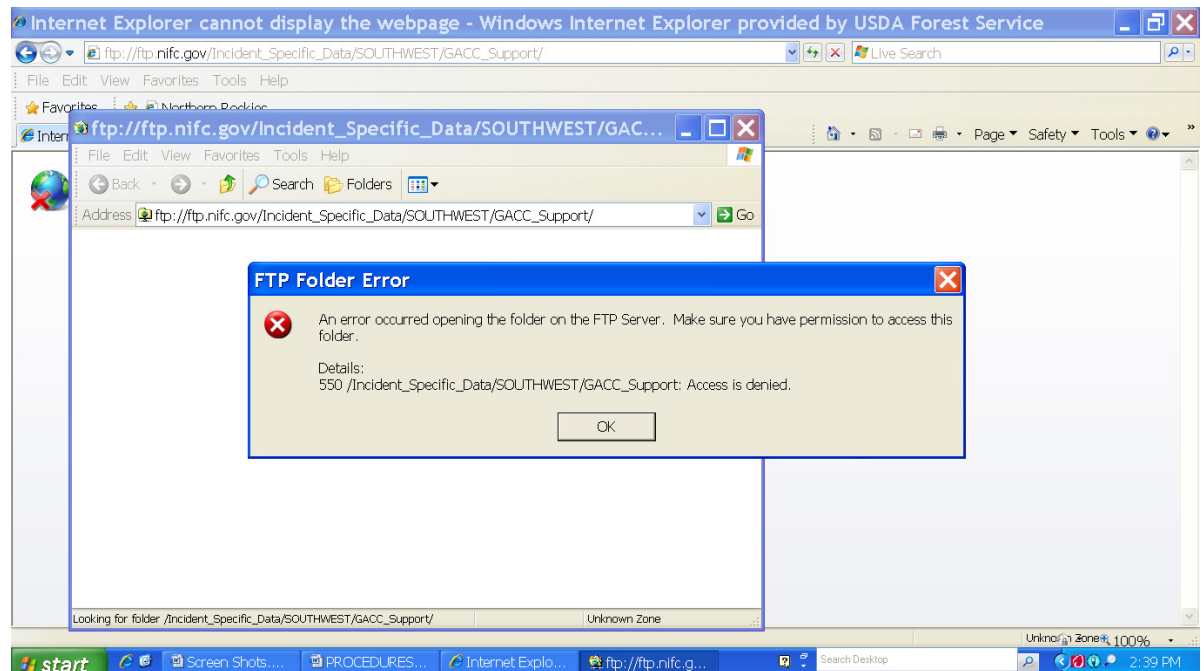


PLEASE NOTE: If you click “**View**” to select “**Open FTP site in Windows Explorer**” and it is **not** there, it means you will need to enable the browser to open FTP folders.

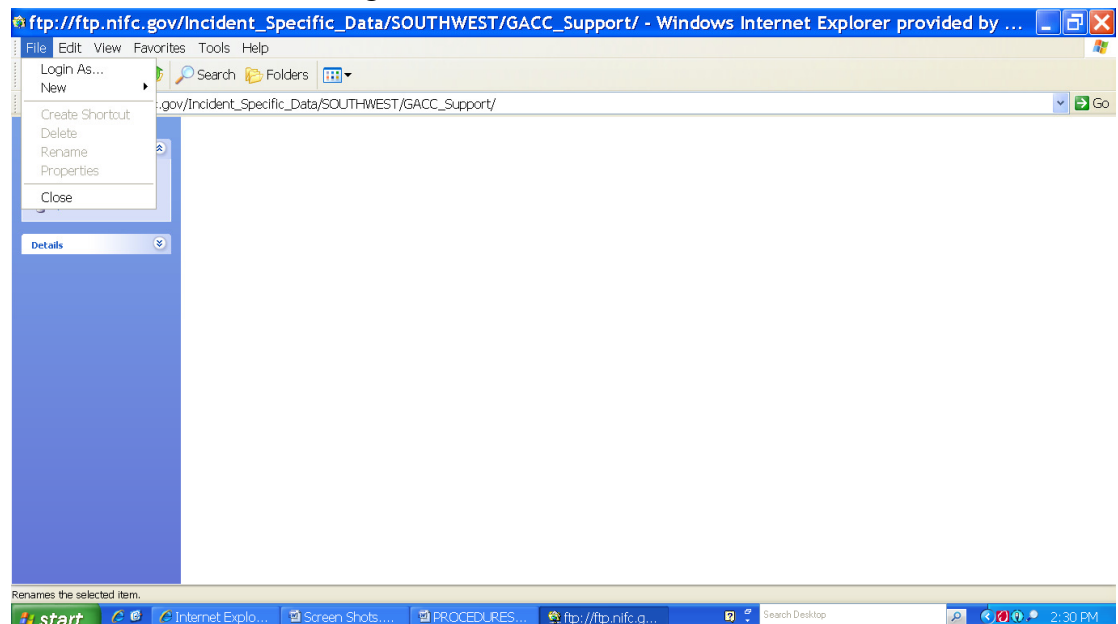
To do this, go to “**Tools**” and open “**Internet Options**,” select “**Advanced**” tab, scroll down under “**Browsing**” and make sure the box for “**Enable FTP folder view** (outside of Internet Explorer)” is checked. Click “**Apply**”, then “**OK**.” After this is done, you can go to **View** and select “**Open FTP...**”

- c. If you click “**View**” to select “**Open FTP site in Windows Explorer**” and it is there, click on it. Another screen will come up (You may get an error popup).

If so, just click “OK”).



- d. If your popups are not turned off, you will get a new popup window. Click on the **File** tab and select “Login As”



- e. You should now be in the ftp site. Choose the appropriate incident named folder for the incident you want. IAP’s and maps should be in the folder by

date. See Fig. 5.

